

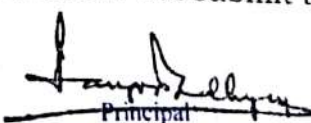


Minutes of the IQAC meeting dated 18-02-2021

Members present

1. Dr R. S. Gangopadhyay
2. Prof. Arunava Misra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Sandip Mukherjee
5. Dr. Suparna Nandy (Pal)
6. Dr. Debasis Joddar
7. Dr. Sarajit Sardar
8. Dr. Pushan Banerjee
9. Dr. Syamasree Basu
10. Dr. Priyanka Khanduri

1. The discussion on first agenda i. e. submission of AQAR 2018-19 was initiated by Prof A .Misra, IQAC Coordinator. Dr. S. Sardar pointed out that there are few points which need further discussion.
2. It was agreed to that the disclosure of salary grant provided by the State Government at Serial No 8 may be dropped.
3. The demand ratio shown in 2.1.1 mismatches with the data provided at AISHE. It was decided that the intake capacity as shown in the website be retained and demand ratio to be calculated accordingly.
4. It was resolved that at 2.2.1 the total number students enrolled be shown as 1236.
5. It was also decided that at 2.5.2 only the words 'annual system' be kept and (1+1+1) be dropped.
6. Dr. R. S. Gangopadhyay, Principal pointed out that mismatch at metric 2.6.2 between the figures of AQAR and AISHE regarding pass percentage of students is due to the number of casual students whose number is not reflected in the AQAR.
7. At metric 4.3.2 the bandwidth of leased line needs to be provided. But it is 50 MBPS of shared bandwidth for the college. And it was decided to retain that data.
8. The financial assistance provided by the teachers is disclosed at metric 5.1.1. It was decided to include the amount donated by the teachers in the accounts of the college as that will serve as a proof.
9. It was resolved that the best practices shown at metric 7.2.1 may be revised as the problems encountered while implementing the practice need to be added.
10. It was decided that Dr. P. Banerjee and Dr. S. Sardar will submit the AQAR for 2018-19 in the last week of February.
11. The members approved the following


Principal
Vidyasagar Metropolitan College
Kolkata-700 006



- (i) An Add on Course on Fundamentals of Human Rights being conducted between 20th January, 2021 and 2nd March, 2021.
 - (ii) Introductory Course on Computers to be conducted as an Add On courses in the month of April, 2021.
12. The members agreed that the Criteria Conveners must initiate the process of preparing the AQAR for 2019-20. A meeting will be convened in the second week of March to finalize the same. The meeting will also discuss the preparation of AQAR of 2020-21 in the new format.
13. The Feedback Analysis Report for the year 2019-20 was prepared and approved. The meeting concluded with a vote of thanks to the Chair.

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Kolkata-700 006

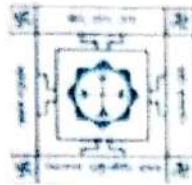


Minutes of the IQAC meeting dated 16-05-2021

Members present

1. Dr. R. S. Gangopadhyay (Principal)
2. Prof Arunava Mishra (Coordinator)
3. Dr. Suparna Nandy (Pal)
4. Dr. Sandip Mukherjee
5. Dr. Sarajit Sardar
6. Dr. Pushan Banerjee

1. Dr. S. Nandy (Pal) pointed out the problems regarding obtaining the data of metric 2.6.2 i.e. pass percentage of students. It was decided that endeavour will be made as soon as possible so that AQAR 2019-20 can be submitted in time.
2. In relation to above it was discussed that a LMS being designed by M/s Right Brains technology will be utilised in future for digitisation of the aforementioned data.
3. It was pointed out by Dr. P. Banerjee that under metric 2.6.1 i.e Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution, three departments viz. Bengali, Statistics and Hindi are yet to upload information of POs, PSOs and COs. Further there are departments who are yet to upload complete details of POs, PSOs and COs. It was decided that the criteria coordinators will request the concerned HODs to complete the process.
4. It was reported that students have filled up the Student Satisfaction Survey questionnaire. Prof A Mishra requested the criteria coordinators to make an effort to increase the participation of students. Accordingly the Google form relating to SSS will be shared with the students who are yet to fill up the same may get another chance. It was further decided that feedback of students will be shared with the faculty members.
5. It was suggested by Dr. S. Nandy (Pal) that special sessions can be included in the routines to cater for the need of slow-learners.
6. It was also suggested that effort will be made to prepare an Academic Calendar as required in metric.
7. It was also pointed out that along with AQAR 2019-20, planning of AQAR 20-21 and preparation of SSR-2021 also need to be discussed.
8. It was discussed that the website need to be upgraded as there are several metrics under Criteria II and SSR where documents are to be uploaded and web links need to be provided.
9. A discussion was initiated regarding metric 2.6.2 of SSR i.e. attainment of program outcomes and course outcomes are evaluated by the institution. Dr S Pal pointed out that the method of measuring attainment of POs, PSOs and COs need to be finalised. Principal Sir and Dr S Pal suggested some



methods and it was agreed to that further discussions will be made to finalise the same.

10. Prof. A. Mishra notified that a discussion on Criteria I will be held on 18th May, 2021.

The meeting ended with thanks to the Chair.

Principal
Vidyasagar Metropolitan College
Kolkata-700 006



Minutes of the IQAC meeting dated 18-05-2021

Members present

1. Dr. R. S. Gangopadhyay
2. Prof. Arunava Mishra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Debalina Banerjee
5. Dr. Sarajit Sardar
6. Dr. Pushan Banerjee
7. Dr. Kartick Malik (Invitee)
8. Prof. S. K. Ghosh (Invitee)
9. Shri P. R. Naskar (Invitee)

1. The discussion was initiated by Dr. Pranati Sinha (Mallick) with the permission of Principal. It was reported that 28 teachers have filled up the feedback form meant for teachers. It was suggested by Prof A Mishra that the form may be circulated once more so that the teachers who are yet fill up may get another chance.
2. It was also reported that parents' feedback forms have been collected from the students and are due for analysis. It will be done shortly.
3. Prof. S. K. Ghosh suggested that the format of the feedback form for 2020-21 will be changed to suit the present pandemic situation.
4. Dr. P. Sinha (Mallick) also proposed that a special drive by the NSS unit of the college may be made to conduct some extension/outreach activities. The proposal was supported by Prof A Mishra and Principal. Dr D Banerjee proposed that a fund may be allocated to help the children of an orphanage. It was decided that a task force comprising Sh P R Naskar, present Programme Coordinator of NSS, General Secretary of Students' Union and other interested teaching and non-teaching members will be formed. The task force will discuss and decide upon suitable course of action.
5. A proposal was made that the course on mushroom cultivation being conducted by the college may be shown as a Value Added course. The requirements are, a formal sanction is to be obtained from the Governing Body, a 30 hours course is to be designed, a formal exam is to be conducted and a certificate needs to be issued at the end of the course.
6. Dr. Debalina Banerjee initiated the discussion on Criteria VII. It was reported by her that the organisation which was managing e-waste did not turn up to collect the same during 2019-20. Hence this practice cannot be shown in the AQAR 2019-20. It was decided that that the course being conducted by TCS and the Orientation Programme will be shown as Best Practice.
7. It was further suggested that webinars on financial literacy, environmental consciousness will be organised for the year 2020-21. Principal reported that



an organisation did organise an employability programme which can also be considered for 2020-21.

8. The members decided to organise a discussion on Criteria IV. It was also resolved that a discussion to finalise a plan of action for 2020-21 may be organised in the last week of May, 2021.
9. Dr S Sardar proposed that a Memorandum of Understanding will be signed with Pune institute of Business Management will be signed.

The meeting concluded with the permission of Principal.

Principal
Vidyasagar Metropolitan College
Kolkata-700 006



Minutes of the IQAC meeting dated 04-06-2021

Members present

1. Dr R. S. Gangopadhyay
2. Prof Arunava Mishra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Suparna Nandy (Pal)
5. Dr. Sandip Mukherjee
6. Dr. Debasish Joddar
7. Dr. Debalina Banerjee
8. Dr. Shymasree Basu
9. Dr. Sarajit Sardar
10. Dr. Pushan Banerjee

1. The meeting began with Dr. Debasish Joddar briefing the members regarding the progress made and problems being faced in preparing AQAR of Criteria IV. It was decided that the regarding metric 4.4.1 a statement has been prepared and will be shared for further suggestion. It was also decided that the financial data would be reported as per the audited financial statements.
2. On being enquired by Prof A. Misra, Coordinator, IQAC, about the status of AQAR 2019-20, Dr. P. Banerjee pointed out that the plan of action for 2019-20 needs to be finalised. The plan of action chalked out for 2019-20 was reviewed. It was reported that some progress has been made regarding enhancement of physical infrastructure. Very little progress has been made regarding IT infrastructure. Regarding mentoring process it was pointed that the circulars regarding assigning mentors to mentees and mentor, mentee ratio need to be uploaded in the website for AQAR 2020-21. Dr R S Gangopadhyay, Principal gave consent to include State aided college teachers as mentors.
3. It was observed that no progress has been made regarding academic audit, administrative audit and energy audit, green audit, library audit.
4. All the members agreed that the website needs regular updating. It was suggested that Principal may take initiative to activate the ICT Sub-committee who deals with the website up gradation.
5. It was agreed to by the members that the views and comments of the students in the SSS must be shared with the teaching members of the college.
6. It was resolved that for the remaining months of 2020-21, efforts shall be made by the Criteria coordinators to improve upon the AQAR 2019-20.
7. The following further suggestions were made in the meeting regarding AQAR-2021-22.
 - a) To initiate a process for Academic Calendar of 2021-22. All the departments and subcommittees may be asked to submit a plan of action regarding 2021-22. This will also help in preparing the budget for the year 2021-22.
 - b) Regarding key indicator 1.4 related to feedback system the action taken report need to be uploaded in the website.

Principal
Vidyasagar Metropolitan College
Kolkata-700 006



- c) It was suggested by Dr. S. Nandy (Pal) to add classes for advance learners and slow learners in the routine. It was also suggested by her that a group mentoring system may be initiated where some slow learners may be mentored by a fast learner.
 - d) The process of SSS may be made more popular among the students.
 - e) Regarding metric 3.1.3 relating to number of seminars / conferences organised a plan need to be made as early as possible.
 - f) Dr. P. Sinha (Mallick) suggested that PBAS be made compulsory for each and every teaching and non- teaching staff.
 - g) Webinars and workshops can be organised relating to key indicator 7.1. Geo tagged photographs need to be taken.
 - h) Prof. A. Mishra suggested that a group of senior students under the supervision of teachers may be given the assignment of teaching the poor children of Class IX and Class X which was appreciated by all the members. The students involved in the process may avail fees concession. The scheme may be shown as an outreach activity. It was suggested that Prof A Mishra may be in charge of the scheme.
 - i) It was insisted by Dr. P. Banerjee that deadlines need to be fixed for completion of the jobs assigned.
 - j) A draft Academic Calendar for 2021-22 was approved by the members.
 - k) An Add on Course on Communicative English was proposed by Dr Debalina Banerjee and was approved. It was decided that the course would be conducted in July 2021.
 - l) It was agreed to by the members to consult and involve Teachers Council in the process
8. The members agreed that AQAR 2019-20 may be finalised by end of June 2021.
 9. Principal suggested that he will take personal care to initiate the process of preparing the plan. He will speak with the conveners of the subcommittee especially ICT subcommittee and also with the departments so that a sound plan is devised for 2021-22.
 10. The meeting concluded with thanks to the chair.


Principal
Vidyasagar Metropolitan College
Kolkata-700 006



Action Taken Report for 2020 – '21

1. Regular online theory classes have been taken by the teaching members while the college was closed due to the pandemic situation.
2. The teaching members shared videos and their experiences and suggestions regarding the experiments in the curriculum.
3. Continuous online evaluation of the students were carried out during the academic year, followed by the final online semester examination, as instructed by the affiliating University.
4. The college hosted six webinars and programmes during the 2020 – '21, involving students and teaching members.
5. Construction of rooms have been completed. However, allotment and consequent furnishing are yet to be completed owing to the pandemic situation.
6. Affirmative Action Programme by TCS has taken place through online mode.
7. The following courses were conducted:
 - (i) Add on Course on Creative Writing -27th Jul 2020 - 5th Sep 2020
 - (ii) Add on Course on Fundamentals of Human Rights- 20th Jan 2021 - 02 Mar 2021
 - (iii) Add on Course An Introductory Course on Computers- 3rd April 2021 - 24th April 2021


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